



## OVER-THE-COUNTER REVIEW OF RELOCATABLE SCHOOL BUILDINGS

In order to serve you better, the Division of the State Architect (DSA) is scheduling over-the-counter reviews of relocatable buildings by telephone appointment only. To request an appointment for an over-the-counter review, please call the Business Section at the appropriate [Regional Office](#).

Clients will not be allowed to substitute one project for another. No brokering of over-the-counter plan review appointments will be permitted. If the arrival of the project architect or structural engineer delays the start of the over-the-counter review by more than twenty minutes, the appointment is subject to cancellation by DSA.

This review procedure is limited to the reviewing of plans and specifications for relocatable buildings, which are identical in size and detail to buildings previously approved under the DSA Pre-Check (PC) program.

Each appointment for over-the-counter review shall be limited to:

- One application for,
- One type of building on,
- A maximum of three sites (all within the same school district), and
- Direct comparisons to PC approved drawings.

The responsible architect or structural engineer must bring the following into the DSA regional office at the time of the appointment:

1. Letter from local fire authority approving fire department access. Manual (wet) signature of local fire authority is required on a print of the plot plan sheet.
2. The Project Tracking Number (PTN) for coordination with the Office of Public School Construction (OPSC). To obtain a PTN number visit:  
[http://www.applications.dgs.ca.gov/opsc/projnumgen/proj\\_track\\_home.asp](http://www.applications.dgs.ca.gov/opsc/projnumgen/proj_track_home.asp).
3. One set of drawings and specifications for an identical building that has been previously approved as a "PC" by DSA (to be used as a "comparison set").
4. Tracings and specifications and one check set of drawings and specifications for the buildings which are exact duplicates of item 3. The responsible architect or structural engineer must either sign all drawings or sign a [statement of acceptance](#) verifying that they have reviewed the building drawings and that they are appropriate for use.

5. One signed set of tracings, and one copy, of site drawings showing building locations, foundations, utility hook-ups, access compliance, etc. The responsible architect or structural engineer must sign all site drawings.
6. If the project includes more than four buildings on one site, delegation of responsibility for electrical design shall be to an electrical engineer identified on the application, who shall sign the electrical site drawings.
7. For projects that will incorporate DSA approved "stockpiled" buildings, an exact copy of the stamped drawings for the stockpile application will be incorporated into the drawing set. (NOTE: Verified reports for the in-plant inspection work are required.)
8. Details and back-up information for the fire alarm system when required.
9. Geologic hazards report or statement (see [IR A-4](#)).
10. Soil report/letter (not required for soil-bearing pressure of 1000 psf or less).
11. Copy of test and inspection list (Form [SSS-103-1](#)).
12. Either: (1) a letter from school district requesting waiver of durability requirements; or, (2) statement "request waiver of durability per IR 16-1" written on application, signed by applicant or architect, and dated.
13. Complete application (Form [DSA-1](#)) and filing fee. Estimated cost must include building and all site work (the building cost need not be included if the building is being relocated within the same school district).
14. For relocation projects, except from initial stockpile, verification of completion of compliance requirements for existing buildings is required (approval of building construction).

## FEE SCHEDULES

### Structural Safety – School Program

For estimated cost (EC) through \$1,000,000.00	=EC x .7% (.007)
plus, for EC over \$1,000,000.00	=EC x .5% (.005)

(Minimum fee = \$250.00)

### Access Compliance

For estimated cost (EC) up to \$500,000.00	=EC x .2% (.002)
plus, for EC over \$500,000.00 and up to \$2,000,000.00	=EC x .1% (.001)
plus, for EC over \$2,000,000.00	=EC x .01% (.0001)